

**Minutes of the Personnel Committee
Tuesday, October 4, 2005**

Chair Paulson called the meeting to order at 8:36 a.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Genia Bruce, Robert Hutton, Bonnie Morris and Bob Thelen. **Absent:** Supervisors Tom Bullerman and Jeff Morris.

Also Present: Legislative Policy Advisor Dave Krahn, Employment Services Manager Sue Zastrow, County Clerk Kathy Nickolaus, County Board Chair Jim Dwyer, Senior Budget Analyst Mike Baniel, Corporation Counsel Tom Farley, Labor Relations Manager Jim Richter, Office Services Coordinator Windy Jicha, Managing Attorney of Child Support Linda Saafir, Senior Financial Analyst Clara Daniels, Executive Assistant Meghan Walsh, Information Systems Manager Mike Biagioli, Financial Analyst Kim Ho, Collections Manager Sean Sander.

Approve Minutes of September 6, 2005

MOTION: Thelen moved, Bonnie Morris second, to approve the minutes of September 6, 2005. Motion carried: 5-0.

Chair's Executive Committee Report of September 12 and 15

Paulson said the Executive Committee reviewed capital projects at this meeting.

Schedule Next Meeting Dates

- October 11
- October 18
- November 1
- November 15
- December 6

Discuss and Consider 2006 Operating Budgets for the Following Departments

County Clerk

Nickolaus was present to discuss the County Clerk 2006 operating budget as outlined in the 2006 budget book. She quickly reviewed the 2006 program budgets for Elections, Legislative Support and Administrative Services and Licensing. In 2006, the County Clerk's office will deal with statewide voter registration and a software update. Total expenditures for 2006 are \$589,746, which is an increase of \$133,380 or 29.2%. Operating expenses increase 84.7% to \$255,611. Total revenues are \$1254,000, which is an increase of \$97,380 or 62.2%. Tax levy for the County Clerk's Office is \$335,746, which is an increase of \$36,000 or 12% from the previous year. Total personnel costs for 2006 are anticipated to be \$287,280, which is an increase of 5.5%.

Nickolaus would like to increase the marriage license application fee from \$95 to \$105. The fee has not increased since 2001 and would keep Waukesha County's licensing fees in line with the surrounding counties. Increased revenue from marriage license application fees would stay in the county.

Nickolaus said \$2,000 is budgeted for Waukesha County to host the 2006 Wisconsin County Clerk's Conference. Waukesha County's contribution will help defer the costs associated with the conference. The county will not be reimbursed for its contribution.

Bonnie Morris asked if the 2005 budget estimates reflect the costs associated with the County Executive Special election? Nickolaus said the budget was done before the election was announced so the budget book does not reflect these expenses.

MOTION: Bonnie Morris moved, Thelen second, to tentatively approve the 2006 operating budget for the County Clerk. Motion carried: 5-0.

County Board

Dwyer was present to discuss the County Board 2006 operating budget as outlined in the budget book. Dwyer covered the following areas: mission, financial summary, position summary (FTE), departmental objectives and departmental strategic achievements. Total expenditures for 2006 are \$1,363,357. The department does not generate any revenues. The tax levy for this department is \$1,363,357 which is a 2.3% increase. Total personnel costs increased 2.9% and operating expenses increase 1.7%. Dwyer reviewed the following program budgets: Legislative Support, County Board and Committees Operations and Internal Audit.

MOTION: Bruce moved, Hutton second, to tentatively approve the 2006 operating budget for the County Board. Motion carried: 5-0.

County Executive

Walsh and Daniels were present to discuss the County Executive 2006 operating budget general fund as outlined in the budget book. Daniels commented that the mission of the County Executive's office remains the same. Daniels covered the following areas: financial summary and position summary (FTE) while Walsh reviewed the departmental strategic directives/objectives and major departmental strategic achievements. Total expenditures for 2006 are \$530,212 and total revenues are \$10,500 for a tax levy increase of \$11,858 or 2.3%. This department has 4.5 FTEs, which is a slight decrease of 0.04 FTEs for extra help in 2005. Daniels also explained the following programs: County Administration /Customer/ Community Service and Advisory Boards.

Paulson asked if we are tying our hands by reducing the operating expenses by 17.2%? He was pleased that the county was able to contribute money toward the Printing Industry of America/Graphic Arts Technical Foundation at WCTC even though the bid wasn't successful. Paulson said he would like to have funds available for these types of expenses should they arise. Walsh said the County Executive budget will be tight but Director of Administration Norm Cummings assured her that if an unexpected expense should arise, it would be covered in the non-departmental budget.

Bonnie Morris asked for an update on the strategic planning process. Walsh said the process is moving forward. This week there is an employee session and next there will be a session with the county board. The information derived from the study will help the county plan for the future. A lot of good information has been obtained.

Paulson asked if it has gotten more difficult to find people to serve on advisory boards? Walsh said during the last two years, she has noticed more difficulty in finding people to serve on advisory boards.

MOTION: Thelen moved, Bruce second, to tentatively approve the 2006 operating budget for the County Executive. Motion carried: 5-0.

Corporation Counsel

Farley said many Child Support Divisions throughout the state are in the HHS Departments and the legal services are contracted from Corporation Counsel. Waukesha County has found that locating Child Support within the Corporation Council's office to be more economical and efficient.

Saafir reviewed the Child Support Fund 2006 budget. Expenditures have increased slightly in 2006 by \$124,347 to \$2,282,820. Revenues increased 4.1% or \$82,447, which includes a 29.1% increase in charges for services and a 24.1% decrease in appropriation of fund balance. The Child Support 2006 revenue funding components can be broken down as follows: performance-based (15.6%), administrative reimbursement (66.6%), MSL incentive (3.8%), tax levy/fund balance (12.5%) and miscellaneous revenues (1.5%). Saafir reviewed the Child Support strategic objectives and achievements. Next, Saafir outlined the 2006 budgets and statistics for the Legal and Case Management and Financial Services, and Administrative Support Programs.

Hutton asked why the postage costs are budgeted to increase so significantly? Baniel said there is an anticipated increase in postage of 4% in 2006.

Saafir distributed and reviewed a handout highlighting Child Support statistical information including the following rates: court order, paternity establishment, current support collection, arrearage collection and current support collection. Behind the statistics are people. In 2006, the Division's main emphasis will be on consistent collections with a focus on early intervention.

Farley said the budget doesn't financially reflect the amount of overtime put in by salaried staff including numerous evening and weekend hours. In addition to regular overtime, the Aurora lawsuit created approximately ten to 14 hours of overtime per week for two staff members. The lawsuit also generated approximately \$5,000 in copying fees.

Farley presented the 2006 operating budget for the Corporation Counsel's Office including the mission, position and financial summary, departmental achievements and objectives, etc. For 2006, total expenditures for the Corporation Counsel's office are \$3,618,965 while revenues are \$2,488,768. The tax levy for this department is \$1,130,197, which is an increase of 6.4% or \$67,573.

MOTION: Hutton moved, Bonnie Morris second, to tentatively approve the 2006 operating budget for the Corporation Counsel's Office. Motion carried: 5-0.

Closed Session

MOTION: Bruce moved, Bonnie Morris second, to go into closed session at 10:42 a.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried: 5-0.

MOTION: Hutton moved, Thelen second, to return to open session at 10:51 a.m. Motion carried: 5-0.

Ordinance 160-O-056: Create New and Abolish Positions, Approve Equity Adjustment, Reclassify Positions, Retitle Positions, and Transfer Positions

Zastrow provided an overview of the ordinance. Zastrow said Table I creates and abolishes positions. The additional Sheriff's Department positions are basically for staffing the jail and locking down the Courthouse and Administration Building. Due to budget cuts, UW-Extension will lose one-half position by eliminating one RFT and creating one RPT clerk typist II. The two RFT patrol workers listed in Table I were unfunded in 2005. The large number of technology positions found in Table I are due to a reorganization of the Information Technology Division.

Biagioli said during the last five years, Information Technology has completely changed the type of work they perform. The current IT structure has been in place for quite some time and is well suited to support traditional "mainframe" and "in-house" development. This structure is not well suited to what the county has evolved into. Waukesha County no longer develops custom software but instead purchases packages

from companies that provide support for their product. The county focuses on systems integration. A single point of contact is becoming a must. Business solutions have become more important than technical solutions. Biagioli brought in a consultant to help him evaluate the current structure and determine what direction the division should take. Due to this evaluation, it was decided the division would be restructured with focus on delivering automated business services across the county. The new structure will focus on departmental business services to help departments realize needs and solve problems. Technology needs to line up with the business flow of the department.

Biagioli said 90% of our applications are now web enabled so there is no longer a need to differentiate between web and applications development. There are several groups in the county that are doing information technology work but they are not housed in the IT division. Records Management is one such unit that is being brought into IT to more effectively use its functions in the county. Records Management will be split between IT and DOA business office area to eliminate administrative overhead. Biagioli reviewed the positions that will be created and abolished in his Division through the ordinance.

Zastrow continued review of the ordinance. Section II covers an equity adjustment in HHS while section III covers reclassifications. Zastrow said Biagioli Section IV. Section V both cleans up and adds language that has no fiscal impact on the budget.

Bonnie Morris asked why does the pay range change for the Sanitarian I? Zastrow said the wages should be the same. The ordinance needs to be amended to show there are no pay range changes in Section V. Bonnie Morris also indicated that the word "tile" on line 48 should be changed to "title." Zastrow said this will also be amended. Section VI adopts new class specifications for the listed positions but needs to be amended to include the following three Information Technology positions: Business Services Administrator, Solutions Administrator and Information Technology Infrastructure Administrator.

Zastrow said every year, 25% of county positions are evaluated. She distributed handouts of the position specifications that were reviewed this year including language changes. Zastrow said she would make necessary changes to the ordinance discussed by the committee today and provide the committee with the amended ordinance.

MOTION: Bonnie Morris moved, Bruce second, to adjourn the meeting at 11:40 a.m. Motion carried: 5-0.

Respectfully submitted,

Bonnie J. Morris
Secretary